

**State EMS Advisory Board Meeting  
The Place at Innsbrook, Glen Allen, Virginia  
August 6, 2004  
1:00 p.m.**

**Attendance:**

**Board Members:** Randy Abernathy; Rev. Coan Agee; Byron F. Andrews, III; Donald R. Barklage, Jr.; Earl N. Carter, Jr.; Robert V. Crowder, III; Gary R. Critzer; Theresa E. Guins, M.D.; Catherine Hudgins; George W. Langford; Genemarie W. McGee; Elizabeth Jo Martin; Michael B. Player; Morris D. Reece; Linda Sayles; Karen D. Wagner; Kent Weber; and Douglas R. Young

**Absent:** Sherrin C. Alsop; May H. Fox (Excused); Chip Decker; Michael S. Gonzalez, M.D. (Excused); Rao R. Ivatury, M.D.; Dr. Lori Moore (excused);

**Staff:** Gary R. Brown; Scott Winston; Carol Gilbert, M.D.; Paul Sharpe; Petra Menzel; Warren Short; Tom Nevetral; Steve Puckett; Linwood Pulling; Deborah Edwards; Dennis Molnar; Carolyn Halbert; Michael Berg; Deidra Snipes, Bat Peachy; and Irene Hamilton

**Others:** Robin Kurz; Christopher Slempe; Robert Logan; Tina Skinner; Don Wilson; Bill Bullock; Ionel A. Kahn; Julie Ana Skone; Gary Dalton; Clancy Sayles; David Cullen; Ron Bessent; Brad Marsh; Jason Powell; Harinder Dhindsa; Bruce W. Edwards; Connie Purvis; Jim Chandler; and Melinda Duncan

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Call to Order – Donald Barklage</b>	Mr. Barklage, Acting Chairman, called the meeting to order at 1:05 p.m.  <u>Modification of Agenda</u> - Mr. Barklage requested that the draft agenda be modified to allow: a) Regional Council Executive Directors report to be moved to the beginning of the Committee reports; and b) Alzheimer’s Training Committee Presentation would also be moved to the early part of the meeting, prior to the committee reports.	
<b>Approval of August 6, 2004 Agenda</b>	Mr. Barklage called for a motion to approve the agenda as amended.	A motion was made and properly seconded to approve the Agenda. <b>Motion was carried unanimously and the agenda was approved.</b>
<b>Approval of the May 14, 2004 Minutes</b>	Mr. Barklage called for a motion to approve the minutes from the May 14, 2004 meeting as submitted.	A motion was made and properly seconded to approve the minutes from May 14, 2004. <b>Motion was carried unanimously and the minutes were approved.</b>
<b>Introductions</b>	Two new members have been appointed to the Board, Randy Abernathy and Linda Sayles. Also, in attendance at the meeting were Judy Anderson and Kate Holtz from the Secretary of Commonwealth’s office. They were present to swear in the two new board members. In addition, introductions were done by Advisory Board members, Regional Council directors, and OEMS staff.	

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<b>Alzheimer's Training Committee Presentation – Ron Bessent and Julie Ana Skone</b>	Julie Skone and Ron Bessent from Department of Criminal Justice Service made a presentation about the expansion of their Alzheimer's Training program. Mr. Bessent gave a brief history of how the Alzheimer's Training was started and the decision to expand the program to include Fire Programs and Emergency Medical Services; and Ms. Skone gave information about what the Alzheimer's Training program encompasses.	
<b>Chairman's Report – Donald Barklage</b>	<p>Mr. Barklage reported that past Chair, David Palmer, recently lost his father and appreciated the many expressions of condolences he received from Virginia's EMS community.</p> <p><u>Advisory Board Annual Report</u> - Mr. Barklage sent committee chairs a template to use to write their committee's report. Any committee chairs who have not received the template should let him know. Reports are still due from the following committees: Awards Committee; CISM; Financial, Legislative and Planning Committee; Financial Assistance Review Committee; and the Leadership and Management Committee. Mr. Barklage is in the process of compiling reports from the committee chairs in order to produce the EMS Advisory Board's Annual Report. He would like to get draft reports from the outstanding committees by Friday, August 13. He will try to have a completed draft report sent to the committee shortly after he gets all of the reports.</p> <p><u>Committee Membership</u> - Several committees are still in need of additional members. Board members not currently participating on any committees were asked to please join a committee.</p> <p><u>Poison Center</u> – Referencing page 21 of the Quarterly Report, regarding the Virginia Poison Center network, Mr. Barklage asked for clarification about the RFP for FY2005. Mr. Gary Brown addressed the board and explained that several months ago OEMS was requested to develop a RFP to go back out on bid for poison control services. The goal is to have one center for poison services statewide. There is a one year extension in place for the Poison Control centers from July 1, 2004 through June 30, 2005. These contracts were sent out with correspondence explaining that those contracts could be canceled in the event that a new contract is made with one statewide Poison Center. Several questions were raised recently during a pre-bid conference held for the Poison Center RFP and the questions have been forwarded to Ms. Kurz in the Attorney General's office for clarification.</p> <p>Mr. Barklage asked the Board if they might want to take any position on Poison Control Center, as to whether it should be one statewide center or regional Poison Control centers. There were no comments from the board members, and Mr. Barklage defined the discussion as an informational item.</p>	
<b>Second Vice Chair Report – Dr. Stewart Martin</b>	Dr. Martin was unable to attend the meeting and did not have a report.	
<b>State Medical Director's Report – Dr. Gilbert</b>	Dr. Gilbert has been working with the Critical Care and Medical Direction committees. Her report will be given with the Medical Direction Committee's report later in the meeting.	
<b>Office of EMS Reports – Gary Brown and OEMS staff</b>	<p><u>Budget</u> - Mr. Brown discussed funding and the OEMS budget and referred the board to the Quarterly Report. Mr. Brown asked for any questions from the board with regard to the budget as reported in the OEMS Quarterly Report to the Board. The Board acknowledged and accepted the FY05 EMS Budget as submitted.</p> <p><u>Elderly Abuse</u> - 2004 Legislation was passed that requires EMS to report elderly abuse. OEMS is doing a special EMSAT program on this issue in September and that tape will be mailed to EMS agencies after the program airs.</p>	

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	<p><u>CODES Grant</u> - The Office of EMS in concert with Virginia Health Information and the Department of Motor Vehicles, who is the lead agency, submitted a Crash Outcome Data Evaluation Systems (CODES) grant. Virginia was one of three states in the country to receive this grant this year for \$250,000. This means that OEMS will begin the process to do the data linkages of their pre-hospital patient care report system along with the hospital discharge data and the DMV Police Accident Report Information.</p> <p><u>OEMS Personnel Changes</u> - Scott Winston Mr. Winston announced some personnel changes and additions in the Office of EMS. Mike Berg, is the new manager of Regulation and Compliance. Russ Stamm who has been working in the Office of EMS in a wage position dealing with the Trauma Registry; and his position was converted to a full time position. Also, Kenny Updike, Technical Assistance Coordinator, has submitted his resignation. Mr. Updike will be taking a position as the Emergency Operations Manager at the Department of Motor Vehicles. His resignation is effective August 24.</p> <p><u>Transportation of Obese Patients</u> – Scott Winston Mr. Winston informed the board members of a recent situation requiring transportation of an 800 pound patient. This situation created numerous challenges and issues. Logisticare coordinated the transportation. This situation raised several questions; and since that time, OEMS has been working with Logisticare to discuss the issues involved around providing medical care and transportation to severely obese patients. The plan is to have a forum or summit later this year to openly discuss these issues.</p> <p><u>New Legislation Regarding Vehicle Dealer Licenses</u> - Scott Winston Legislation was passed in 2004 session will have a significant impact on how emergency vehicles are sold in Virginia. The legislation was patroned by Delegate Michele McQuigg of Prince William County, and it amended a section in the code dealing with the Virginia motor vehicle dealer licensing requirements. In the past, there has been a specific exemption in the motor vehicle dealer licensing requirements for sellers of fire apparatus, ambulances and funeral vehicles; and they did not have to comply with all the standard requirements for dealerships selling motor vehicles. This legislation repeals the exemption from: (1) having a physical place of business in Virginia; (2) having a showroom; (3) having a lot which meets certain dimensional requirements to display vehicles; (4) they must have a service facility; (5) they must have certain posted hours of business; (5) their sales force must have certain training; (6) and sales must occur at the place of business. Typically, this is not how ambulances are sold in Virginia.</p> <p>Currently, the ambulance contract is awarded to Wheeled Coach which is a manufacturer of ambulances and it is a factory direct arrangement where they have an outside sales force that work for the manufacturer that travels around the state to the various fire and EMS agencies and display the vehicles and take orders for the vehicles.</p> <p>OEMS put out an IFB, Information for Bid, in July to solicit proposals for their ambulance contract that will lapse in September. They had a pre bid conference recently and they had representatives from DMV as well as the Motor Vehicle Board present, along with 12 to 15 representatives from various ambulance manufacturers and dealers from the state as well as the region in attendance.</p>	

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	Subsequently, after these discussions and talks with the Department of General Services, who is the procurement agency for the contract, OEMS decided to cancel the IFB. The Wheeled Coach contract has been extended until the end of the year, and in the interim, they will resolicit bids under a new IFB that will include these new requirements. It is possible that some dealers may request an injunction based on restraint of trade. There has been a lot of discussion in various organizations about this, and there might be some effort to undo the action that occurred as a result of the passage of this house bill in the last session.	
<b>JLARC Study - Jason Powell</b>	JLARC has been working on their review of EMS in Virginia for the past five months. The current schedule for their presentation is October 12, and at that time they will be delivering a presentation and report on EMS in Virginia. Several of the research activities they have undertaken to date include surveys of every rescue squad in Virginia and an opportunity to comment to all 33,000 providers. They have also conducted a series of field interviews of OEMS Program staff, Regional Council directors, and the focus groups of providers in each region of the state. The October 12 presentation will be at the General Assembly building in Richmond at 10 a.m.	
<b>Office of the Attorney General - Robin Kurz</b>	Her office will be looking into the Poison Control Centers issue and other than that she had nothing to report	
<b>Regional Council Directors Group – Rob Logan</b>	<p>The Regional Council Directors group met on Thursday, August 5.</p> <p>The Regional Council Directors group agreed to sponsor an entertainment event during the 2004 Symposium. More information regarding this will be forthcoming.</p> <p>They had a presentation from Trooper Austin White with the State Police Protective Unit, concerning a program that they are doing to gather data for the hospitals across the Commonwealth. They offered to assist the state police in any way they can in that endeavor.</p> <p>The Regional Councils will be given the opportunity to meet region by region with Mike Berg to discuss ways that the Regional Councils might develop expectations and additional cooperation with the program representatives across the state.</p> <p>The Regional Councils also worked with Mr. Brown and the Office of EMS to develop a more formal arrangement to assist with room hosting at the Symposium.</p> <p>The Regional Council directors made a presentation to Kenny Updike who is leaving the Office of EMS.</p> <p>Regional Council directors each year honor a member of the Office of EMS support staff, someone that they feel go beyond the call of duty in working with the Regional Councils and their constituents. This year the award was presented to Irene Hamilton.</p>	
<b>Awards Selection Committee – Michael Player</b>	A new committee has been formed and a request for attendance at the next meeting has been requested by the Office of EMS.	
<b>Communications Committee - Gary Critzer</b>	The Communications Committee has met several times since the last meeting. Their last meeting was earlier in the day. Mr. Critzer referred to page 39 and a few attachments in the Quarterly Report. The first is a program for accreditation of 911 Centers and PSAPs around Virginia that deliver emergency medical dispatch. This is in draft form and no action is required today. It is just for the board's	

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	review and information. It also refers back to Attachment H that is a report, a Position Paper, developed in 1999 on Emergency Medical Dispatch. This committee continues to work on information and education and developing a program to have statewide implementation of emergency medical dispatch programs. They met with Mr. Brown this morning to discuss funding opportunities.	
<b>CISM - Liz Martin</b>	They have no action items. They have not met since the last board meeting. They will be meeting next Wednesday, August 11. At their annual CISM conference in Virginia Beach they had over 200 attendees. In the Quarterly Report, pages 27-28, there is a list of the training courses that have been held and the future courses upcoming in the next quarter. They have also held four Post Critical Incident Seminars training for September 11 Virginia first responders and have many more scheduled to the end of the year. On page 28 of the Quarterly Report there is a copy of the press release announcing the establishment of the Statewide Council on Terrorism and Behavioral Health. Carol Morrow, from the OEMS, has been appointed to the Advisory Council for that council	
<b>EMS Emergency Management Committee – Dr. Michael Gonzalez</b>	Dr. Gonzalez was unable to attend the meeting and there was no report given.	
<b>EMS for Children - Dr. Teresa Guins</b>	The committee met on Thursday, August 5. The committee made a proposal to the FLAP committee this morning to consider legislation that would modify the code language of Virginia to include a statement that the Commonwealth have an EMSC Plan. This is not currently in the code language and it would follow the lead of 19 other states that have such language. Petra Menzel was recognized in Washington, DC at the 2004 EMSC Grantee meeting as the Project Coordinator of the year nationally. The next meeting is scheduled on November 18.	
<b>Finance, Legislation and Planning Committee - Kent Weber</b>	<p>The committee met earlier in the day. The committee discussed several items; among them: Four for Life legislation; composition of the Governor’s Advisory Board; development of the EMS Plan; the ambulance procurement situation; the official composition of the FLAP committee; and the JLARC study. They also discussed several programs that are now being performed by the Office of EMS but that are not included in the Code of Virginia. The next meeting is scheduled on October 21, 2004 at the VAVRS office in Oilville, Virginia.</p> <p>The committee had three action items and one informational item that were presented by Michael Player.</p> <p>The committee will seek a patron to advance legislation in the 2005 General Assembly to modify the EMS Advisory Board composition to reflect the changes recommended and approved at the special meeting of the EMS Advisory Board. This would add the three EMS councils not currently represented and eliminates one VAVRS representative.</p> <p>Mr. Barklage said that one of the tasks that the FLAP Committee will be undertaking is to look at a spreadsheet of the funding analysis of what the system has been doing for five years absent that \$2 that they had actually requested and identify to the EMS Funding Plan. They will also identify what may or may not be able to be accomplished from a task oriented standpoint with the .5 percent of the Four for Life because of enactment clause. This would ensure that the legislators would be aware that based upon lack of the full funding here are the items that are not able to be accomplished.</p>	<p><b>MOTION: The Financial, Planning and Legislative Committee moves to seek legislation in the 2005 General Assembly that modifies 32.1 of the Code of Virginia to add CISM, EMS for Children, HMERT, DMAT and Emergency Medical Dispatching in order to accurately represent existing programs within the Virginia EMS System.</b></p> <p>The Chair opened the floor for discussion and hearing none called for a vote.</p> <p><b>YEAS = 18; NAYS = 0; ABSTENIONS = 0</b></p> <p><b>The motion carried unanimously.</b></p> <p><b>MOTION: The Financial, Legislative and Planning Committee recommends that the EMS Advisory Board seek legislation in the 2005 General Assembly session that eliminates the appropriate</b></p>

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		<p><b>budget language so that the enactment clause in HB1002 can take effect and the EMS system can receive the full Four for Life funds collected.</b></p> <p>The Chair opened the floor for discussion and hearing none the vote was taken.</p> <p><b>YEAS = 18; NAYS = 0; ABSTENIONS = 0</b> <b>The motion carried unanimously.</b></p> <p><b>MOTION: The Financial, Legislative and Planning Committee seeks approval from the EMS Advisory Board to add an 11<sup>th</sup> member to the Financial, Legislative and Planning Committee to permit the depth of experience required to meet the Committee's charge.</b></p> <p>The Chair noted that a motion has been made; an indicated that the Bylaws stipulate committee size of no more than 10. The Chair pointed out that the Board has the latitude to expand the committee size. The Chair opened the floor for discussion and hearing none called for the vote.</p> <p><b>YEAS = 18; NAYS = 0; ABSTENIONS = 0</b> <b>The motion carried unanimously.</b></p>
<p><b>Financial Assistance Review Committee - Byron Andrews</b></p>	<p>The committee last met in June for the June grant cycle awards. Total requests was almost \$7 million. Total funding was \$1.8 million. 104 agencies were funded, or 28 percent of the requests that was received. They are presently in the grant cycle that terminates September 15. In that cycle there are two initiatives, one for special projects or systems projects and the second one for emergency management disaster response and those type of activities. The next meeting of the Financial Assistance Review Committee will be a retreat in Wintergreen on August 27-28. They plan to discuss some of the new initiatives that they can put forth through the increased funds. They will be looking for some input and they will ask some key stakeholders aside from the committee to be present to assist the committee in making decisions.</p>	

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<b>Leadership and Management Committee - Doug Young</b>	<p>The committee met on Thursday, August 5. A consultant attended the meeting and talked to them about coordinating a project to produce a recruitment tool kit for EMS volunteers and career providers to use. Mr. Winston provided additional detail about this initiative to develop a strategic work force plan for the retention of EMS personnel.</p> <p>The contract is a multifaceted contract that will end in June 2005. The contract calls for the development of four tools, and they will be tools that will be designed and field tested as well as development of a user manual prior to the roll out or implementation of the tools. The tools will be centered around strategies which they will identify through the process of focus groups and Leadership and Management committee that they feel are the leading indicators for improving the retention efforts of EMS personnel across the state.</p>	
<b>Medevac - Genemarie McGee</b>	<p>The State Medevac Committee met on July 14 at ODEMSA. The committee discussed voting membership of the committee. Paula Lambert from JLARC attended the meeting and gave a presentation and asked for some feedback on the trauma study. The committee did some final cleanup and discussion about their Medevac utilization study that is ending today. They will be collating the data and will share the results. Their next meeting is October 13, 2004 at the ODEMSA office.</p>	
<b>Medical Direction Committee - Dr. Carol Gilbert</b>	<p>Dr. Gilbert is presenting for Dr. Martin. The committee met on July 15. They have one action item and several informational items. (1) The committee received a report about the multi-center national study involving the use of PolyHeme in the field. The committee approved the study for Virginia. (2) The committee continues to work on development of minimum specifications for the difficult airway mannequins and to get approval for use in the ALS programs rather than using live intubations. The committee continued to work with the EMT Basic use of ephinepherine for anophalaxis. A motion was made by Michael Player. The motion was properly seconded.</p>	<p>A motion was made by Michael Player. The motion was properly seconded.</p> <p><b>MOTION: To accept medication and procedure schedules for the specialty teams (pediatric-neonatal, critical care / air transport, wilderness / remote, FEMA/HAZMAT/disaster, Swat. These have been extensively reviewed and revised by the committee and were unanimously approved at the last meeting (ATTACHMENT I).</b></p> <p>The Chair opened the floor for discussion. Hearing none, the vote was taken.</p> <p><b>YEAS =18; NAYS = 0; ABSTENIONS = 0</b></p> <p><b>The motion carried unanimously.</b></p>
<b>Nominating Committee - Karen Wagner</b>	<p>The Nominating Committee met and have a slate of officers for consideration for the Board. That report will be given later in the meeting.</p>	
<b>Professional Development – Warren Short</b>	<p>The Professional Development Committee was unable to have a quorum over the last two meetings and the third meeting scheduled for July also failed because they had lost so many members to other committees. They are aggressively campaigning to recruit for the committee and should have it fully staffed with all 10 members by the next meeting scheduled in October.</p>	

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<b>Public Information and Education - George Langford</b>	The Symposium brochure should be available next week and you can register on line. They are a few hundred patches short and if you have any patches for your agencies please mail them in to the Office of EMS.	
<b>Regulation and Policy Committee - Don Barklage</b>	The committee has met three times since the last board meeting. July 9, July 22 and August 5. They continue to work on the language, developing and review of the pulled sections of the regulations. The group anticipates moving into some other sections by the next work session that is scheduled September 8 at 10 a.m. The location will be announced. The committee has added an additional new member, Jim Chandler representing the Regional Councils.	
<b>Transportation Committee - Chip Decker</b>	Mr. Decker was not in attendance and there was no report.	
<b>Trauma System Oversight and Management Committee – Morris Reece</b>	The committee met on June 3. The committee does have two trauma site reviews coming in the fall and early winter. The first will be a new designation in Winchester and they will be doing a verification visit at the INOVA Hospital in Fairfax by the end of year. The web based trauma registry has been launched and a number of the pilot hospitals have been successful in implementing their programs. Another 10 hospitals will be added next week. A number of hospitals will be added every couple of months. The committee is in the process of revising the Designation Manual for the Trauma Systems and Hospitals. The work on the manual has been completed, pending a review of the task force that was charged with that work. That task force will meet the week of August 9. The committee will present the Designation Manual to the Board in November for review and approval.	
<b>Nominating Committee Report – Karen Wagner</b>	<p>The committee members were recognized and thanked for their work. Liz Martin, Gary Critzer, Genemarie McGee and Sharon Alsop.</p> <p>Chair – Donald Barklage  First Vice Chair – Michael Player  Second Vice Chair – Dr. Stewart Martin  Standing Committees:  Awards Selection Committee - Karen Wagner  Communications Committee - Gary Critzer  CISM - Liz Martin  EMS Emergency Management Committee – Dr. Michael Gonzalez  EMS for Children Committee – Dr. Teresa Guins  EMS System Finance, Legislation and Planning Committee – Michael Player  Financial Assistance Review Committee - Byron Andrews  Leadership and Management Committee - Doug Young  Medevac - Genemarie McGee  Medical Direction Committee - Dr. Stewart Martin  Nominating Committee - Karen Wagner  Professional Development - Randy Abernathy  Public Information and Education Committee - George Langford  Regulation and Policy Committee - Donald Barklage  Trauma System Oversight and Management - Morris Reece  Transportation Committee - Chip Decker</p>	<p>Mr. Barklage, Chair, clarified that the Financial Assistance Review Committee elects their own chair. However, it is being offered as per the slate of officers and that will be accepted as a motion from the committee.</p> <p>The Chair asked if there were any nominations for any positions from the floor. There were none. Mr. Weber made a motion to accept the slate of officers as presented and the motion was properly seconded.</p> <p>The Chair called for the vote.</p> <p><b>YEAS = 18; NAYS = 0; ABSTENIONS = 0</b>  <b>The motion carried unanimously.</b></p>
<b>PUBLIC COMMENT</b>	None	

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<b>Board Member Organizational Presentations</b>	Mr. Barklage indicated that there were no presentations scheduled for this meeting. However, he is working on a recollection on what organizations have made their presentations. He would like to continue with these presentations.	
<b>OLD BUSINESS</b>	None	
<b>NEW BUSINESS</b>	<p><u>Geriatric Abuse</u> - Warren Short told the Board that as of July 1 a new law went into effect that makes it a mandatory recording requirement of all EMS personnel for any suspicion of geriatric abuse in the State of Virginia. This law tasked the Department of Social Services with distributing the educational material and making sure that people were trained properly. The Department of Social Services has put on their web site a PowerPoint program that has a voluntary approach where if you look at it you sign your name and they keep up with that. The Office of EMS is working with the Department of Social Services with our EMSAT program and in September OEMS will be airing a program that will cover the recording process, giving you information of what abuse to look for, and what might make you suspicious of that. The Office of EMS will mail a copy of the tape to all EMS agencies and EMS instructors to use in their class. The Office of EMS has also sent a mailing to all EMS agencies as the new law is in effect.</p> <p><u>State EMS Advisory Board Meetings for 2005</u> – Gary Brown  Thursday and Friday, February 3 and 4, 2005  Thursday and Friday, May 5 and 6, 2005  Thursday and Friday, August 4 and 5, 2005  Thursday and Friday, November 17 and 18, 2005</p> <p><u>Office of EMS Parking</u> - Michael Player</p> <p>Mr. Player stated that he had made some recent trips to the Office of EMS and realized that at the Department of Health, Madison Building, that there is no visitor or handicapped parking.</p> <p><u>Symposium</u> - Mr. Barklage reminded the Board members to try to attend the Symposium this year since it is the 25<sup>th</sup> Anniversary of the Virginia EMS Symposium. Mr. Brown announced that Christopher Reeve will be the keynote speaker at the banquet. Mr. Reeve has also agreed to be the spokesperson for a statewide EMS Recruitment and Retention campaign. Mr. Reeve has also agreed to be a spokesperson for a public awareness campaign on trauma care services.</p>	<p>Mr. Player made the following motion.  <b>MOTION: The State EMS Advisory Board will write a letter to the Commissioner to advise him that it is not the best thing for the Department of Health not to have any Visitor or Handicapped parking at the Madison Building.</b></p> <p>The motion was properly seconded and the Chair called for a vote.</p> <p><b>YEAS = 18; NAYS = 0; ABSTENIONS = 0</b>  <b>The motion carried unanimously.</b></p>
<b>Adjournment</b>	Hearing no other business, the meeting was adjourned at 3:05 p.m.	
<b>Next Meeting</b>	Friday, November 19, 2004 at 1:00 p.m. at The Place at Innsbrook.	